

**DEPARTMENT OF PUBLIC SAFETY
BUREAU OF CRIMINAL IDENTIFICATION
UTAH CRIMINAL JUSTICE INFORMATION SYSTEM (UCJIS)
USER AGREEMENT**

I, _____ with _____
(Agency Administrator) (Name of Agency)

ORI Number _____ hereby acknowledge the need for security, and training for operating
(Agency ORI)
personnel to access UCJIS files. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received over UCJIS for criminal justice purposes, criminal justice employment and BCI approved Right of Access only.

This agency acknowledges that these responsibilities have been developed and approved by NCIC and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS.

This agency agrees to train the authorized agencies it services on the integrity of UCJIS by familiarizing the agency regarding the laws, rules, policies and procedures of the system.

This agency is aware that if they are not a 24-hour agency that they must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance to the policies and procedures set forth by the International Justice and Public Safety Network (NIJ) and National Crime Information Center (NCIC). This agency also recognizes that whether a contracted agency enters information onto NCIC using this agency's ORI or this agency performs this function themselves, they are held liable for the content, validity, and any problems that may arise concerning the information.

This agency agrees to allow the Terminal Agency Coordinator (TAC) sufficient time to perform all necessary duties and attend mandatory training related to UCJIS responsibilities. Attendance at the annual TAC Conference is mandatory. Those agencies that are not represented risk losing access to the UCJIS files. TACs are responsible for ensuring that changes to existing and introduction of new policies and procedures are trained on and implemented in their agency. This agency and TAC will be responsible for monitoring system use, enforcing system discipline, and assuring that operating procedures are followed by their agency and those agencies they service as outlined in the *BCI Operating Manual* under "TAC Responsibilities." The TAC must have a valid logon and be certified biennially in order to maintain TAC status.

This agency agrees to conduct thorough background screening of all personnel who may come in contact with any UCJIS information. State and national warrant and criminal history record checks by fingerprint identification must be conducted for terminal operators, programmers, and other persons employed or utilized to effectuate access to/or initiate transmission of UCJIS information. Once an operator has been granted access to the UCJIS system, fingerprint cards must be submitted to BCI within 30 days or the operator's access will be disabled. Agencies are responsible for their vendors that access the system. Fingerprint checks must be performed on the vendors before they can access the UCJIS system. Individuals who are POST certified or have a valid Utah Concealed Firearm Permit do not need to submit fingerprint cards unless a name background check results in a "hit." In this case, fingerprints must be submitted to BCI.

This agency agrees to be audited by BCI and/or the FBI at least every three years as outlined in the NCIC policy. This audit is a way of guaranteeing the completeness and accuracy of information in UCJIS. As part of this audit the agency agrees to submit a copy of its network diagram, including firewall placement.

This agency acknowledges that BCI provides training for ISOs (Information Security Officers) to ensure that recent changes and system security are implemented. Attendance is mandatory. Those agencies that do not send their ISO risk losing access to the UCJIS files.

This agency acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of terminal operators in order to assure compliance with NCIC policy and regulations. Proficiency testing is to be completed within six months of receiving a logon and every two years thereafter. The TAC is responsible for creating and administering the training and testing for agency operators.

This agency agrees NCIC records will be entered, removed or modified promptly to ensure maximum system effectiveness.

This agency acknowledges that validation is required for the following NCIC records: boat, license plate, vehicle, gun, securities, and person files. This requires the agency to confirm the record is complete, accurate, and still outstanding or active.

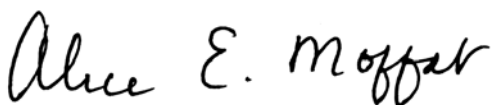
This agency agrees to furnish the requesting agency with a record confirmation or a notice of the specific amount of time necessary to confirm the hit within ten (10) minutes of receiving a priority NCIC hit confirmation request, or one (1) hour after receiving a routine NCIC hit confirmation request

This agency acknowledges that dissemination of UCCH information is governed by [Section 53-10-108](#) of the Utah Code Annotated. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Right of Access policy on file they may, adhering to the guidelines of the policy, disseminate personal UCCH records to properly identified individuals covered under the policy.

BCI, as the Utah Control Service Agency, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to BCI per Utah Code Annotated 53-10-108. BCI will reinstate service upon receipt of satisfactory assurances that such violation(s) has been corrected.

This agreement is effective from July 1, 2010 through June 30, 2011. This agreement may be terminated by BCI based on a thirty (30) day written notice or upon failure by the agency to comply with any of the provisions of this agreement.

Failure of the agency to sign this agreement shall be grounds to deny UCJIS access to the agency. A new User Agreement must be submitted to BCI should this agency receive a new administrator between July 1, 2010 and June 30, 2011.



TERMINAL AGENCY HEAD (SIGNATURE)

BUREAU OF CRIMINAL IDENTIFICATION
AGENCY

May 13, 2010
DATE:

TERMINAL AGENCY HEAD (SIGNATURE)

TERMINAL AGENCY

DATE

**Once signed, return a copy of this contract to
Bureau of Criminal Identification
Attn: Auditing Section
3888 W 5400 S
Salt Lake City UT 84118**